

# Glossary of grammatical terms

**abstract noun** a noun such as 'joy', 'size', or 'language' which refers to a quality, idea, or experience rather than something which is physical or concrete. Compare with **concrete noun**. See entry at **Nouns**.

**active voice** verb groups such as 'gives', 'took', or 'has made', where the subject is the person or thing doing the action or responsible for it. EG *The storm destroyed dozens of trees*. Compare with **passive voice**.

**adjectival clause** another name for **relative clause**.

**adjective** a word used to tell you more about a thing, such as its appearance, colour, size, or type. EG *...a pretty blue dress*. See entry at **Adjectives**.

**adjunct** another name for **adverbial**.

**adverb** a word such as 'quickly' or 'now' that gives information about the circumstances or nature of an event or state. See entries at **Adverbials** and **Adverbs**. Types of adverbs include:

**adverb of degree** an adverb which indicates the degree or intensity of an action or quality. EG *I enjoyed it enormously... She felt extremely tired*.

**adverb of duration** an adverb which indicates how long something lasts. EG *He smiled briefly*.

**adverb of frequency** an adverb which indicates how often something happens. EG *I sometimes regret it*.

**adverb of manner** an adverb which indicates the way in which something happens or is done. EG *She watched him carefully*.

**adverb of place** an adverb which gives information about position or direction. EG *Come here*.

**adverb of time** an adverb which gives information about when something happens. EG *I saw her yesterday*.

**adverbial** a word or phrase which gives information about the circumstances or nature of an event or state. EG *She laughed nervously... No birds or animals came near the body*. Also called 'adjunct'. See also **sentence adverbial**, and entry at **Adverbials**.

**adverbial clause** a subordinate clause which gives more information about the event described in the main clause. See entry at **Subordinate clauses**.

**adverb phrase** two adverbs used together. EG *She spoke very quietly*.

**affirmative** another name for **positive**.

**affix** a letter or group of letters that is added to the beginning or end of a word to make a different word. EG *anti-communist, harmless*. See also **suffix** and **prefix**.

**agent** the person who performs an action.

**agreement** another name for **concord**.

**apostrophe s** an ending ('s) added to a noun to indicate possession. EG *...Harriet's daughter... the professor's husband... the Managing Director's*

*secretary*. See entry at 's.

**apposition** the placing of a noun group after a noun or pronoun in order to identify someone or something or give more information about them. EG *...my daughter Emily*.

**article** see **definite article**, **indefinite article**.

**aspect** the use of verb forms to show whether an action is still continuing, is repeated, or is finished.

**attributive** used to describe adjectives such as 'classical', 'outdoor', and 'woollen' that are normally only used in front of a noun. When any adjective is used in front of a noun, you can say that it is used attributively. Compare with **predicative**.

**auxiliary** one of the verbs 'be', 'have', and 'do' when they are used with a main verb to form tenses, negatives, questions, and so on. Also called 'auxiliary verb'. **Modals** are also auxiliary verbs. See entries at **Auxiliaries** and **Modals**.

**bare infinitive** the infinitive of a verb without 'to'. EG *Let me think*.

**base form** the form of a verb which has no letters added to the end and is not a past form, for example 'walk', 'go', 'have', 'be'. The base form is the form you look up in a dictionary.

**broad negative** one of a small group of adverbs, including 'barely' and 'seldom', which are used to make a statement almost negative. EG *I barely knew her*. See entry at **Broad negatives**.

**cardinal number** a number used for counting, such as 'one', 'nineteen', or 'a hundred'. See entry at **Numbers and fractions**.

**case** the use of different forms of nouns or pronouns in order to show whether they are the subject or object of a clause, or whether they are possessive. EG *I/me, who/whom, Mary/Mary's*.

**classifying adjective** an adjective such as 'Indian', 'wooden', or 'mental' which is used to identify something as being of a particular type. These adjectives do not have comparatives or superlatives. Compare with **qualitative adjective**. See entry at **Adjectives**.

**clause** a group of words containing a verb. See also **main clause** and **subordinate clause**, and entry at **Clauses**.

**cleft sentence** a sentence in which emphasis is given to either the subject or the object by using a structure beginning with 'it', 'what', or 'all'. EG *It's a hammer we need... What we need is a hammer*.

**collective noun** a noun such as 'committee', 'team', or 'family' that refers to a group of people or things. See entry at **Nouns**.

**colour adjective** an adjective such as 'red', 'blue', or 'scarlet' which indicates what colour something is. See entry at **Adjectives**.

**common noun** a noun such as 'sailor', 'computer',

or 'glass' which is used to refer to a kind of person, thing, or substance. Compare with **proper noun**.

**comparative** an adjective or adverb with '-er' on the end or 'more' in front of it, for example 'friendlier', 'more important', and 'more carefully'. See entries at **Comparative and superlative adjectives** and **Comparative and superlative adverbs**.

**complement** a noun group or adjective which comes after a link verb such as 'be', and gives more information about the subject of the clause. EG *She is a teacher... She is tired*. See entry at **Complements**. See also **object complement**.

**complex sentence** a sentence consisting of a main clause and a subordinate clause. EG *She wasn't thinking very quickly because she was tired*. See entry at **Clauses**.

**compound** a combination of two or more words that function as a single unit. For example, 'self-centred' and 'free-and-easy' are compound adjectives, 'bus stop' and 'state of affairs' are compound nouns, and 'dry-clean' and 'roller-skate' are compound verbs.

**compound sentence** a sentence consisting of two or more main clauses linked by a coordinating conjunction. EG *They picked her up and took her into the house*. See entry at **Clauses**.

**concessive clause** a subordinate clause, usually introduced by 'although', 'though', or 'while', which contrasts with a main clause. EG *Although I like her, I find her hard to talk to*. See entry at **Subordinate clauses**.

**concord** the matching relationship between the forms of different words being used to refer to or talk about a person, thing, or group, which show whether you are talking about one person or thing, or more than one. EG *I look/She looks... This book is mine/These books are mine... one bell/three bells*. Also called 'agreement'. See entry at **Singular and plural**.

**concrete noun** a noun such as 'table', 'dress', or 'flower' which refers to something you can touch or see. Compare with **abstract noun**. See entry at **Nouns**.

**conditional clause** a subordinate clause usually starting with 'if' or 'unless'. The event described in the main clause depends on the condition described in the subordinate clause. EG *If it rains, we'll go to the cinema... They would be rich if they had taken my advice*. See entry at **Subordinate clauses**.

**conjunction** a word which links two clauses, groups, or words. There are two kinds of conjunction - **coordinating conjunctions**, which link parts of a sentence which are the same grammatical type ('and', 'but', 'or'), and **subordinating conjunctions**, which begin subordinate clauses ('although', 'because', 'when'). See entry at **Conjunctions**.

**continuous tense** a tense which contains a form of the verb 'be' and a present participle. EG *She was laughing... They had been playing badminton*. Also called 'progressive tense'. See entries at **Tenses** and **Continuous tenses**.

**contraction** a shortened form such as 'aren't' or 'she's', in which an auxiliary verb and 'not', or a

subject and an auxiliary verb, are joined together and function as one word. See entry at **Contractions**.

**contrast clause** another name for **concessive clause**.

**coordinating conjunction** see **conjunction**.

**coordination** the linking of words or groups of words which are of the same grammatical type, or the linking of clauses which are of equal importance. See entry at **Conjunctions**.

**copula** the verb 'be', when used with a complement. In this book, the term **link verb** is used for 'be' and for other verbs used with complements.

**count noun** a noun such as 'dog', 'lemon', or 'foot' which has a singular form and a plural form. See entry at **Nouns**.

**declarative mood** A clause in the declarative mood has the subject followed by the verb. Most statements are in the declarative mood. EG *I saw him yesterday*. Also called 'indicative mood'.

**defective verb** a verb which does not have all the inflected forms that regular verbs have. For example, all modals are defective verbs.

**defining relative clause** a relative clause which identifies the person or thing that is being talked about. EG *I wrote down everything that she said*. Compare with **non-defining relative clause**. See entry at **Relative clauses**.

**definite article** the determiner 'the'.

**delexical verb** a verb which has very little meaning in itself but is combined with an object to describe an action. 'Give', 'have', and 'take' are commonly used as delexical verbs. EG *She gave a small cry... I've had a bath*. See entry at **Verbs**.

**demonstrative** one of the words 'this', 'that', 'these', and 'those'. They are used as determiners and pronouns. EG *...this woman... that tree... This is fun... That looks interesting*. See entries at **that - those** and **this - these**.

**dependent clause** another name for **subordinate clause**.

**determiner** one of a group of words including 'the', 'a', 'some', and 'my' which are used at the beginning of a noun group. See entry at **Determiners**.

**direct object** a noun group referring to the person or thing directly affected by an action, in an active clause. EG *She wrote her name... I shut the windows*. Compare with **indirect object**. See entry at **Objects**.

**direct speech** speech reported in the words actually spoken by someone, without any changes in tense, person, and so on. See entry at **Reporting**.

**disjunct** another name for **sentence adverbial**.

**ditransitive verb** a verb such as 'give', 'take', or 'sell' which can have both an indirect and a direct object. EG *She gave me a kiss*. See entry at **Verbs**.

**dynamic verb** a verb such as 'run', 'fight', or 'sing' which can be used in continuous tenses. Compare with **stative verb**. See entry at **Continuous tenses**.

**'-ed' adjectives** an adjective ending in '-ed'. EG *I was amazed*. See entry at **'-ed' adjectives**.

**'-ed' form** another name for **past participle**.

**ellipsis** the leaving out of words when they are

obvious from the context. See entry at **Ellipsis**.

**emphasizing adjective** an adjective such as 'complete', 'utter', or 'total' which stresses how strongly you feel about something. EG *I feel a complete fool*. See entry at **Adjectives**.

**emphasizing adverb** an adverb which adds emphasis to a verb or adjective. EG *I simply can't do it... I was absolutely amazed*. See entries at **Adverbials** and **Adverbs**.

**ergative verb** a verb which can be used either transitively to focus on the person who performs an action, or intransitively to focus on the thing affected by the action. EG *He had boiled a kettle... The kettle had boiled*. See entry at **Verbs**.

**exclamation** a sound, word, or sentence which is spoken suddenly and loudly in order to express surprise, anger, and so on. EG *Oh God!* See entry at **Reactions**.

**finite** A finite verb group shows person, tense, or mood. A finite clause contains a finite verb group. EG *He loves gardening... You can borrow that pen if you want to*. Compare with **non-finite**.

**first person** see **person**.

**focusing adverb** an adverb such as 'only', 'mainly', or 'especially' which indicates the most relevant thing or the only relevant thing involved in something. See entry at **Adverbials**.

**fronting** a structure in which you put something which is not the subject of a clause at the beginning of the clause. EG *Lovely hair she had*.

**general determiner** a determiner such as 'a' or 'some' which is used when you are talking about people or things in a general or indefinite way. See entries at **Determiners** and **Quantity**.

**gender** the grammatical difference between masculine and feminine words such as 'he' and 'she'. See entry at **Male and female**.

**genitive** the possessive form of a noun, for example 'man's' or 'men's'. See entry at **'s**.

**gerund** an '-ing' form used as a noun. See entry at **'-ing' forms**.

**gradable** A gradable adjective can be used with a word such as 'very' or in a comparative or superlative form, in order to indicate that a person or thing has more or less of a quality. **Qualitative adjectives** such as 'big' and 'good' are gradable.

**group noun** another name for **collective noun**.

**headword** the main word of a noun group. EG *...a soft downy cushion with tassels*.

**identifying relative clause** another name for **defining relative clause**.

**idiom** a group of words such as 'kick the bucket' or 'new broom' which has a special meaning that cannot be understood by taking the meaning of each individual word.

**'if'-clause** a conditional clause or reported question beginning with 'if'.

**imperative** A clause in the imperative mood has the base form of the verb without a subject. It is the mood used especially for giving commands, orders, and instructions. It is also used for making offers and suggestions. EG *Come here... Take two tablets every four hours... Enjoy yourself*. See entry at **Imperatives**.

**impersonal 'it'** 'It' is called an impersonal subject when it is used to introduce or comment on a fact, or when it is used in a cleft structure. EG *It's raining... It was you who asked*. See entry at **it**.

**Indefinite article** the determiners 'a' and 'an'.

**Indefinite place adverb** a small group of adverbs including 'anywhere' and 'somewhere' which are used to indicate location or destination in a general or vague way. See entry at **Places**.

**Indefinite pronoun** a small group of pronouns including 'someone' and 'anything' which are used to refer to a person or thing in a general or vague way. See entry at **Pronouns**.

**indicative mood** another name for **declarative mood**.

**Indirect object** a second object which is used with a transitive verb to indicate who benefits from an action, or receives something as a result of it. EG *She gave me a rose*. See entry at **Verbs**.

**Indirect question** another name for **reported question**.

**Indirect speech** another name for **reported speech**.

**Infinitive** the base form of a verb, for example 'go', 'have', or 'jump'. It is often used with 'to' in front of it. See entries at **Infinitives** and **'To'-infinitive clauses**.

**Inflection** the variation in the form of a verb, noun, pronoun, or adjective to show differences in tense, number, case, and degree. EG *come, came; cat, cats; small, smaller, smallest*.

**'-ing' adjective** an adjective which has the same form as the '-ing' form of a verb. EG *...a smiling face*. See entry at **'-ing' adjectives**.

**'-ing' clause** a clause beginning with an '-ing' form. EG *Realising that something was wrong, I stopped*. See entry at **'-ing' forms**.

**'-ing' form** a verb form ending in '-ing' which is used, for example, to form continuous verb tenses. Also called 'present participle'. See entries at **'-ing' forms** and **'-ing' adjectives**.

**'-ing' noun** a noun such as 'swimming' or 'acting' which has the same form as the '-ing' form of a verb. See entry at **'-ing' forms**.

**intensifier** a submodifier such as 'very' or 'exceptionally' which is used to reinforce an adjective and make it more emphatic.

**Interjection** another name for **exclamation**.

**Interrogative adverb** one of the adverbs 'how', 'when', 'where', and 'why' when they are used to ask questions. EG *How do you know that?* See entries at **Questions** and **Reporting**.

**Interrogative mood** A clause in the interrogative mood has part or all of the verb group in front of the subject. Most questions are in the interrogative mood. EG *Is it still raining?* See entry at **Questions**.

**Interrogative pronoun** one of the pronouns 'who', 'whose', 'whom', 'what', and 'which' when they are used to ask questions. EG *Who did you talk to?* See entries at **Questions** and **Reporting**.

**Intransitive verb** a verb which is used to talk about an action or event that only involves the subject and so does not have an object. EG *She arrived... I was yawning*. See entry at **Verbs**.

**Inversion** changing the word order in a sentence,



especially changing the order of the subject and the verb. See entry at **Inversion**.

**Irregular** having inflected forms which are not formed in the usual way. See entries at **Comparative and superlative adjectives**, **Comparative and superlative adverbs**, **Irregular verbs**, and **Plural forms of nouns**.

**lexical verb** another name for **main verb**.

**linking adverbial** a sentence adverbial such as 'moreover' or 'besides' which is used to introduce a related comment or reinforce what you are saying. Also called 'linking adjunct'. See entry at **Linking adverbials**.

**link verb** a verb such as 'be', 'become', 'seem', or 'appear' which links the subject and complement of a clause. See entries at **Complements** and **Verbs**.

**'-ly' words** words ending in 'ly', such as adverbs of manner. See entry at **'-ly' words**.

**main clause** a clause which is not dependent on, or is not part of, another clause. See entry at **Clauses**.

**main verb** a verb which is not an auxiliary or modal. Also called 'lexical verb'.

**manner clause** a subordinate clause, usually introduced with 'as', 'like', or 'the way', which describes the way in which something is done. EG *She talks like her mother used to*. See entry at **Subordinate clauses**.

**mass noun** a noun which is usually an uncount noun, but which can be used as a count noun when it refers to quantities or types of something. EG *...two sugars... ...cough medicines*. Some people call all uncount nouns mass nouns. See entry at **Nouns**.

**measurement noun** a noun such as 'metre' or 'pound' which refers to a unit of measurement. See entry at **Measurements**.

**modal** a verb such as 'can', 'might', or 'will' which is used with the base form of another verb to express possibility, requests, offers, suggestions, and so on. Also called 'modal auxiliary' or 'modal verb'. See entry at **Modals**.

**modifier** a word or group of words describing a person or thing which comes in front of a noun. EG *...a beautiful sunny day... ...a psychology conference*. See entry at **Modifiers**.

**mood** The mood of a clause is the type of structure it has which indicates whether it is basically a statement, command, or question. See **declarative mood**, **imperative mood**, and **interrogative mood**. See also **subjunctive**.

**negative** A negative clause uses a word such as 'not', 'never', or 'no-one' to indicate the absence or opposite of something, or to say that something is not the case. EG *She did not reply... I'll never forget*. Compare with **positive**. See entries at **not**, **no**, **none**, **no-one**, **nothing**, **nowhere**, and **never**.

**negative word** a word such as 'not', 'never', or 'no-one' which makes a clause negative.

**nominal group** another name for **noun group**.

**nominal relative clause** a clause beginning with a 'wh'-word which functions as a noun group. EG *I wrote down what she said*.

**non-defining relative clause** a relative clause which gives more information about someone or

something, but which is not needed to identify them. EG *That's Mary, who was at university with me*. Compare with **defining relative clause**. See entry at **Relative clauses**.

**non-finite** A non-finite verb group is an infinitive, a participle, or a verb group beginning with a participle, which cannot be the only verb group in a sentence. A non-finite clause is based on a non-finite verb group. See entries at **'To'-infinitive clauses**, **'-ing' forms**, and **Past participles**.

**noun** a word such as 'woman', 'guilt', or 'Harry' which refers to a person or thing. See entry at **Nouns**.

**noun clause** another name for **nominal relative clause**.

**noun group** a group of words which acts as the subject, complement, or object of a clause, or as the object of a preposition. Also called 'nominal group' or 'noun phrase'. See entry at **Noun groups**.

**noun phrase** another name for **noun group**.

**noun modifier** a noun used in front of another noun, as if it were an adjective. EG *...a car door... ...a steel works*. See entry at **Noun modifiers**.

**number** the way in which differences between singular and plural are shown. EG *flower/flowers, that/those*. See entry at **Singular and plural**. See also **cardinal number** and **ordinal number**.

**object** a noun group which refers to a person or thing, other than the subject, which is involved in or affected by an action. See also **direct object** and **indirect object**. Prepositions are also followed by objects. See entry at **Objects**.

**object complement** an adjective or noun group which gives more information about the object of a clause, for example what the object becomes or is thought to be. EG *It made me tired... They consider him an embarrassment*. See entry at **Complements**.

**object pronoun** a personal pronoun which is used as the object of a verb or preposition. The object pronouns are 'me', 'us', 'you', 'him', 'her', 'it', and 'them'. See entry at **Pronouns**.

**ordinal number** a word such as 'first', 'tenth', or 'hundredth' that is used to indicate where something comes in a sequence. See entry at **Numbers and fractions**.

**participle** a verb form used for making different tenses. See **past participle** and **'-ing' form**.

**particle** an adverb or preposition such as 'out' or 'on' which combines with verbs to form phrasal verbs.

**partitive** a word such as 'pint', 'loaf', or 'portion' which is used before 'of' to indicate an amount. See entry at **Quantity**.

**passive voice** verb forms such as 'was given', 'were taken', 'had been made', where the subject is the person or thing that is affected by the action. EG *Dozens of trees were destroyed*. Compare with **active voice**. See entry at **The Passive**.

**past form** the form of a verb, often ending in '-ed', which is used for the simple past tense.

**past participle** a verb form such as 'disappointed', 'broken', or 'watched' which is used, for example, to form perfect tenses and passives. Also called '-ed' form, especially when used as an adjective. See entries at **Past participles** and **'-ed' adjectives**.

**perfect tense** a tense made with the auxiliary 'have' and a past participle. EG *I have met him... We had won.*

**person** a term used to refer to the three categories of people who are involved in something that is said. They are called the first person (the person who is speaking or writing), the second person (the person who is being addressed), and the third person (the people or things that are being talked about).

**personal pronoun** one of a group of words, including 'I', 'you', 'me', and 'they', which are used to refer to people or things whose identity is clear. See entry at **Pronouns**.

**phase** a structure in which you use two verbs in a clause in order to talk about two processes or events that are closely linked. EG *She helped to clean the house... They remember buying the tickets.* See entries at **Infinitives**, **'-ing' forms**, and **'To'-infinitive clauses**.

**phrasal verb** a combination of a verb and an adverb or preposition, or a verb, an adverb and a preposition, which together have a single meaning, for example 'back down', 'look after', and 'look forward to'. See entry at **Phrasal verbs**.

**phrase** a group of words which is not a complete clause. Also another name for **idiom**.

**place clause** a subordinate clause which is used to talk about the location of something. EG *I left it where it fell.* See entry at **Subordinate clauses**.

**plural** the form of a count noun or verb which is used to refer to or talk about more than one person or thing. EG *Puppies chew everything... The women were outside.* Compare with **singular**. See entry at **Singular and plural**.

**plural noun** a noun such as 'clothes', 'scissors', or 'vermin' which has only used a plural form. See entry at **Nouns**.

**positive** A positive clause is one that does not contain a negative word. Compare with **negative**.

**possessive** a **possessive determiner** or a noun with 's added to it, which shows who or what something belongs to or is associated with. EG *...your bicycle... Jerry's house.* See entries at **Possession and other relationships** and **'s**.

**possessive determiner** one of the words 'my', 'your', 'his', 'her', 'its', 'our', and 'their', which show who or what something belongs to or is connected with. Also called 'possessive adjective'. See entry at **Possessive determiners**.

**possessive pronoun** one of the words 'mine', 'yours', 'hers', 'his', 'ours', and 'theirs'. See entry at **Pronouns**.

**postdeterminer** one of a small group of adjectives which can be used after a determiner and in front of any other adjectives to make a reference clear and precise. EG *...the following brief description.* See entry at **Adjectives**.

**predeterminer** a word which comes in front of a determiner but is still part of the noun group. EG *...all the boys... double the trouble... such a mess.*

**predicate** what is said about the subject of a clause.

**predicative** used to describe adjectives such as 'alive', 'asleep', and 'sure' that are normally only used after a link verb such as 'be'. When any

adjective is used after a link verb, you can say that it is used predicatively. Compare with **attributive**.

**prefix** a letter or group of letters added to the beginning of a word in order to make a new word. EG **semi-circular**. Compare with **affix** and **suffix**.

**premodifier** another name for **modifier**.

**preposition** a word such as 'by', 'with', or 'from' which combines with a noun group or an '-ing' form to form an adverbial. See entry at **Prepositions**.

**prepositional phrase** a structure consisting of a preposition and its object. EG *...on the table... by the sea.*

**prepositional verb** a verb that is always or usually followed by a preposition. See entries at **Phrasal verbs** and **Verbs**.

**present participle** another name for **'-ing' form**.

**progressive tense** another name for **continuous tense**.

**pronoun** a word such as 'it', 'you', or 'none' which you use when you do not need or want to use a noun to refer to someone or something. See entry at **Pronouns**.

**proper noun** a noun such as 'Nigel', 'Edinburgh', or 'Christmas' which refers to a particular person, place, institution, and so on. Compare with **common noun**. See entry at **Nouns**.

**purpose clause** a subordinate clause, usually introduced by 'in order to', 'to', 'so that', or 'so', which indicates the purpose of an action. EG *I came here in order to ask you out to dinner.* See entry at **Subordinate clauses**.

**qualifier** a word or group of words describing a person or thing which comes after a noun or pronoun. EG *...a book with a blue cover... the shop on the corner.* See entry at **Qualifiers**.

**qualitative adjective** an adjective such as 'funny', 'intelligent', or 'small' which is used to indicate a quality, and which is gradable. Compare with **classifying adjective**. See entry at **Adjectives**.

**quantifier** a phrase ending in 'of', such as 'some of' or 'a lot of', which allows you to refer to a quantity of something without being precise about the exact amount. See entry at **Quantity**.

**question** a structure which typically has a verb in front of the subject and which is used to ask someone about something. EG *Have you lost something?... When did she leave?* Also called 'interrogative'. See entry at **Questions**.

**question tag** a structure consisting of an auxiliary verb followed by a pronoun, which is used at the end of a **tag question**. EG *She's quiet, isn't she?*

**quote** the part of a quote structure which indicates what someone has said using the words they themselves used. EG *I said 'Why not come along too?'*

**quote structure** a structure containing a reporting clause and a quote. EG *She said 'I'll be late.'* Compare with **report structure**. See entry at **Reporting**.

**reason clause** a subordinate clause, usually introduced by 'because', 'since', or 'as', which gives the reason for something. EG *Since you're here, we'll start.* See entry at **Subordinate clauses**.

**reciprocal pronoun** 'each other' and 'one another',

which are used to show that what one person does to another, the other does to them. EG *They loved each other.*

**reciprocal verb** a verb which describes an action which involves two people doing the same thing to each other. EG *They met in the street.*

**reflexive pronoun** a pronoun such as 'myself' or 'themselves' which is used as the object of a verb when the person affected by an action is the same as the person doing it. See entry at **Pronouns**.

**reflexive verb** a verb which is typically used with a reflexive pronoun. EG *Can you amuse yourself until dinner?* See entry at **Verbs**.

**regular verb** a verb that has four forms and follows the normal rules. See entry at **Verbs**.

**relative clause** a subordinate clause which gives more information about someone or something mentioned in the main clause. See also **defining relative clause** and **non-defining relative clause**, and entry at **Relative clauses**.

**relative pronoun** a word such as 'who' or 'which' that is used to introduce a relative clause. EG *...the girl who was carrying the bag.*

**reported clause** the part of a report structure which indicates what someone has said. EG *She said that I couldn't see her.*

**reported question** a question which is reported using a report structure rather than the exact words used by the speaker. Also called 'indirect question'. See entry at **Reporting**.

**reported speech** speech which is reported using a report structure rather than the exact words used by the speaker. Also called 'indirect speech'.

**reporting clause** a clause which contains a reporting verb, which is used to introduce what someone said. EG *They asked if I could come.*

**reporting verb** a verb such as 'suggest', 'say', or 'wonder' which is used with a quote or a reported clause.

**report structure** a structure containing a reporting clause and a reported clause. EG *She told me she'd be late.* Compare with **quote structure**. See entry at **Reporting**.

**result clause** a subordinate clause introduced by 'so', 'so that', or 'such that' which gives the result of something. EG *The house was severely damaged, so that it is now uninhabitable.* See entries at 'so' and 'such'.

**rhetorical question** a question which you use in order to make a comment rather than to obtain information. Rhetorical questions can end in an exclamation mark or a question mark. EG *Wouldn't it be awful with no Christmas!... Oh, isn't it silly?*

**second person** see **person**.

**semi-modal** one of the verbs 'dare', 'need', and 'used to', which sometimes behave like modals.

**sentence** a complete group of words which expresses a statement, question, command, or exclamation. See entry at **Sentences**.

**sentence adverbial** an adverbial which applies to the whole clause, rather than to just a part of it. EG *Fortunately, he wasn't seriously injured.* Also called 'sentence adjunct'. See entry at **Opinions**.

**'s' form** the base form of a verb with 's' on the end,

used in the simple present tense. EG *She likes reading.*

**simple tense** a tense in which no auxiliary is used. EG *I waited... She sang.*

**singular** the form of a count noun or verb which is used to refer to or talk about one person or thing. EG *A growing puppy needs milk... That woman is my mother.* Compare with **plural**. See entry at **Singular and plural**.

**singular noun** a noun such as 'sun', 'look', or 'manner' which is typically used in the singular form. See entry at **Nouns**.

**specific determiner** a determiner such as 'the', 'that', or 'my' which is used when referring to someone or something that has already been mentioned or whose identity is obvious. See entry at **Determiners**.

**split infinitive** a 'to'-infinitive which has the 'to' separated from the base form by an adverbial or other phrase. EG *...to boldly go where no man has gone before.* See entry at **Split infinitives**.

**stative verb** a verb such as 'be', 'know', or 'own' which is not usually used in continuous tenses. Compare with **dynamic verb**. See entry at **Continuous tenses**.

**strong verb** another name for **irregular verb**.

**subject** the noun group in a clause that refers to the main person or thing you are talking about. In a statement, the subject comes before the verb. EG *We were going shopping... He was murdered.* See entry at **Subjects**.

**subject pronoun** a personal pronoun which is used as the subject of a clause. The subject pronouns are 'I', 'we', 'you', 'he', 'she', 'it', and 'they'. See entry at **Pronouns**.

**subjunctive** a mood which is used in some subordinate clauses. See entry at **The Subjunctive**.

**submodifier** an adverb which is used in front of an adjective or another adverb in order to strengthen or weaken its meaning. EG *...very interesting... quite quickly.*

**subordinate clause** a clause which must be used with a main clause. See entry at **Subordinate clauses**.

**suffix** a letter or group of letters added to the end of a word in order to make a different word, tense, case, or word class. EG *slowly, childish.* Compare with **affix** and **prefix**.

**superlative** an adjective or adverb with '-est' on the end or 'most' in front of it, for example 'thinnest', 'quickest', and 'most wisely'. See entries at **Comparative and superlative adjectives** and **Comparative and superlative adverbs**.

**tag** a clause consisting of a pronoun and an auxiliary, which is added to a reply. EG *'Do you like it?' — 'Yes, I do.'* See also **question tag**.

**tag question** a statement to which a **question tag** (an auxiliary verb and a pronoun) has been added. EG *She's quiet, isn't she?*

**tense** the form of a verb group which shows whether you are referring to the past, present, or future. See entries at **Tenses** and **The Future, The Past and The Present**.

**future** 'will' or 'shall' with the base form of the verb,



used to refer to future events. EG *She will come tomorrow.*

**future continuous** 'will' or 'shall' with 'be' and a present participle, used to refer to future situations. EG *She will be going soon.*

**future perfect** 'will' or 'shall' with 'have' and a past participle, used to refer to future situations. EG *I shall have finished by tomorrow.*

**future perfect continuous** 'will' or 'shall' with 'have been' and a present participle, used to refer to future situations. EG *I will have been walking for three hours by then.*

**simple past** the past form of a verb, used to refer to past events and situations. EG *They waited.*

**past continuous** 'was' or 'were' with a present participle, used to refer to past situations. EG *They were worrying about it yesterday.*

**past perfect** 'had' with a past participle, used to refer to past situations. EG *She had finished.* Also called 'pluperfect'.

**past perfect continuous** 'had been' with a present participle, used to refer to past situations. EG *He had been waiting for hours.*

**simple present** the base form and the 's' form, usually used to refer to present events and situations. EG *I like bananas... My sister hates them.*

**present continuous** the simple present of 'be' with a present participle, used to refer to present situations. EG *Things are improving.*

**present perfect** 'have' or 'has' with a past participle, used to refer to past situations which still exist or past events that affect the present. EG *She has loved him for ten years.*

**present perfect continuous** 'have been' or 'has been' with a present participle, used to refer to past situations which still exist. EG *We have been sitting here for hours.*

**'that'-clause** a clause starting with 'that' which is used mainly when reporting what someone said. EG *She said that she'd wash up for me.* 'That' can be omitted when the clause is used after a reporting verb. See entry at **'That'-clauses**.

**third person** see **person**.

**time clause** a subordinate clause which indicates the time of an event. EG *I'll phone you when I get back.* See entry at **Subordinate clauses**.

**title** a word such as 'Mrs', 'Lord', or 'Queen' which is used before a person's name and shows their position or status. See entry at **Names and titles**.

**'to'-infinitive** the base form of a verb preceded by 'to', for example 'to go', 'to have', 'to jump'.

**'to'-infinitive clause** a subordinate clause based on a 'to'-infinitive. EG *I wanted to see you.* See entry at **'To'-infinitive clauses**.

**transitive verb** a verb which is used to talk about an action or event that involves more than one person or thing, and therefore is followed by an object. EG *She's wasting her money.* See entry at **Verbs**.

**uncount noun** a noun such as 'money', 'furniture', or 'intelligence' which refers to a general kind of thing rather than to an individual item, and so has only one form. Also called 'uncountable noun'. See entry at **Nouns**.

**verb** a word such as 'sing', 'spill', or 'die' which is used with a subject to say what someone or something does, or what happens to them. See entry at **Verbs**.

**verbal noun** an '-ing' form used as a noun. See entry at **'-ing' forms**.

**verb group** a main verb, or a combination of one or more auxiliaries or modals and a main verb. EG *I'll show them... She's been sick.*

**verbless clause** a group of words that has the same function as a main clause or a subordinate clause but does not contain a verb. EG *What about some lunch? I stood with my hands behind my back.* See entry at **Verbless clauses**.

**vocative** a word such as 'darling' or 'madam' used when speaking to someone, as if it were their name. See entry at **Addressing someone**.

**'wh'-clause** a clause starting with a 'wh'-word. See entries at **'Wh'-clauses** and **Reporting**.

**'whether'-clause** a clause beginning with 'whether' that is used to report a 'yes/no'-question. EG *I asked her whether she'd seen him.* See entry at **Reporting**.

**'wh'-question** a question which expects an answer mentioning a particular person, thing, place, amount, and so on, rather than just 'yes' or 'no'. EG *What did you buy?* Compare with **'yes/no'-question**. See entry at **Questions**.

**'wh'-word** one of a group of words starting with 'wh', such as 'what', 'when' and 'who', which are used in 'wh'-questions. 'How' is also called a 'wh'-word because it behaves like the other 'wh'-words. See entry at **'Wh'-words**.

**'yes/no'-question** a question which can be answered simply with either 'yes' or 'no'. EG *Are you married?* Compare with **'wh'-question**. See entry at **Questions**.

# Pronunciation Guide

## Vowel sounds

ɑ:	heart, start, calm
æ	act, mass, lap
aɪ	dive, cry, mind
aɪə	fire, tyre, buyer
aʊ	out, down, loud
aʊə	flour, tower, sour
e	met, lend, pen
eɪ	say, main, weight
eə	fair, care, wear
ɪ	fit, win, list
i:	feed, me, beat
ɪə	near, beard, clear
ɒ	lot, lost, spot
əʊ	note, phone, coat
ɔ:	more, cord, claw
ɔɪ	boy, coin, joint
ʊ	could, stood, hood
u:	you, use, choose
ʊə	lure, pure, cure
ɜ:	turn, third, word
ʌ	but, fund, must
ə	the weak vowel in butter, about, forgotten
ɪ	the weak vowel in very
u	the first weak vowel in tuition

## Consonant sounds

b	bed, rub
d	done, red
f	fit, if
g	good, dog
h	hat
j	yellow
k	king, pick
l	lip, bill
m	mat, ram
n	not, tin
p	pay, lip
r	run
s	soon, bus
t	talk, bet
v	van, love
w	win
x	loch
z	zoo, buzz
ʃ	ship, wish
ʒ	measure
ŋ	sing
tʃ	cheap, witch
θ	thin, myth
ð	then, loathe
dʒ	joy, bridge

Stress is shown by underlining the vowel in the stressed syllable, as in 'accept /əksept/'

## Letters

These are vowel letters:

a e i o u

These are consonant letters:

b c d f g h j k l m n p q r s t v w x y z

The letter y is sometimes used as a vowel, for example in 'shy' and 'myth'.